

## EXPLANATION OF UNIFIED PROGRAM ELEMENTS

**Hazardous Materials Disclosure** - In accordance with the California Health and Safety Code, Division 20, Chapter 6.95, the Glendale Fire Department permits and regulates businesses that handle, use, or store hazardous materials to insure their compliance with this Chapter. Businesses are required to disclose and update their hazardous materials inventory and business emergency plans annually. Additionally, the collected information is automated and becomes accessible for emergency responders.

**Industrial Wastewater / Pretreatment** - In accordance with the Code of Federal Regulations, Title 40, part 403.8(f) (l) (iii), and the City of Glendale Ordinance number 5105, Section 13.40.320, the Glendale Fire Department permits and regulates businesses that discharge industrial wastewater into the city's sewer system.

**Underground Storage Tank** - In accordance with the California Health and Safety Code, Division 20, Chapter 6.7 and 6.75, which were adopted by reference and added to the Building and Safety Code of the Glendale Municipal Code, the Glendale Fire Department permits and regulates owners/operators of underground storage tanks to insure their compliance with the above Chapters.

**Hazardous Waste Generation** - In accordance with the California Health and Safety Code, Division 20, Chapter 6.5, the Glendale Fire Department permits and regulates businesses that generate hazardous waste (i.e. automotive fluids, used solvents, etc.).

**HazWaste Treatment** - In accordance with the California Code of Regulation, Title 27, the Glendale Fire Department permits and regulates businesses that conduct onsite hazardous waste treatment activities (i.e. silver recovery from printing or X-Ray operation) pursuant to Permit-By-Rule (PBR), Conditional Authorization (CA), or Conditional Exemption (CE).

## PAYING YOUR BILL

SEND ONLY PERSONAL CHECK, CASHIER CHECK OR MONEY ORDER. **NO CREDIT CARD PAYMENTS**

1. By mail - Send Payment to:  
City of Glendale, P.O. Box 51462, Los Angeles, CA 90051
2. In person PAYMENT ONLY - Mon. - Thurs. 8:30 a.m. - 5:00 p.m.  
Fridays 8:30 a.m. - 4:30 p.m.  
141 N. Glendale Ave., Level 2  
Glendale, CA 91206-4494
3. For an additional fee of \$2.99 you can also pay by cash at any 7-Eleven store.

## HAZARDOUS MATERIALS STATE SURCHARGE

Recently, the state legislature temporarily increased the minimum surcharge by \$25 per year for three years. The additional money will be used for system development, outreach & training, and technical support for your local Certified Unified Program Agency (CUPA) to be able to accept the information electronically. This means that the amount of the minimum state surcharge was increased from \$24 per year to \$49 per year. The Glendale CUPA will add this electronic reporting surcharge to your next three annual billing statements.

For further information, please visit the following website:  
<http://www.calepa.ca.gov/CUPA/EReporting/#Allocation>

## ACCOUNT RESPONSIBILITY

- Whenever a premise has been vacated without notifying Glendale Fire Div. / Environmental Management Center to terminate the account, the account holder remains responsible for payment of any permit fees incurred until the EMC is notified.

## IN BETWEEN TENANTS

- Whenever a premise has been vacated by a tenant and the account terminated, the owner or landlord shall be responsible for the payment of any permit fees incurred after the termination date.
- To avoid responsibility for these charges, please call (818) 548-4030.

## PAST DUE / DELINQUENT BILLS

- The bill becomes past due 20 calendar days from the billing date.
- A late fee will be assessed on any unpaid balance 38 calendar days from the billing date.
- Unable to pay on time? Call (818) 548-4030 to discuss a payment extension.
- Approved payment extensions do not exempt past due balances from late fees.
- Delinquent bills may be assigned to a collection agency for collection.
- A fee will be assessed for: late payment or returned check.

## WHAT TO DO IF YOU DISAGREE WITH THE BILL

- If you believe your bill is incorrect, call us as soon as you receive the bill and we will provide you with a prompt explanation and/or investigation.
- If you still feel that the bill is incorrect, please submit a written statement containing all facts to:

**Glendale Fire Div./Environment Management Center  
780 Flower Street  
Glendale, CA. 91201**

- The permit invoice must be paid in full while the dispute is being investigated.

## OTHER SERVICES

- Paramedic Membership Program (818) 548-6471 - Voluntary membership for Glendale Paramedic Service and emergency ambulance transportation.

## THIS PORTION OF YOUR BILL MUST BE RETURNED WITH ALL PAYMENTS

### DO NOT ENCLOSE CASH.

For after hours or weekend payments, please utilize the office drop boxes or for an additional \$2.99 you can also pay by cash at any 7-Eleven store. Drop boxes are located at GWP. 141 N. Glendale Ave., near the front door entrance and at the drive through.

### DO NOT STAPLE ANYTHING TO YOUR BILL.

## 7-ELEVEN CASH-ONLY CONVENIENCE PAYMENT INSTRUCTIONS

### Customer Instructions

- (1) **LOCATION:** If you prefer to pay in cash, bring this entire bill to a participating 7-Eleven location before the expiration date below. Please visit [www.paynearme.com/locations](http://www.paynearme.com/locations).
- (2) **AMOUNT:** Tell the Associate the amount to LOAD to your account. A \$2.99 convenience fee applies.
- (3) **PAY:** Pay up to total and keep receipt as proof of payment. Payments made before 11:50pm will post to your account the next business day. 7-Eleven cannot issue refunds for payments.

Valid until 2/24/2015

### Store Associate Instructions

1. Enter Amount Customer Wants to Pay
2. Press LOAD Button
3. Scan Barcode
4. Collect Cash Payment and Provide Receipt

Associate Issue? 7-Eleven Support: 888-714-0004



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**LOAD LIKE A GIFT CARD**

